

**From:** (b) (6) CTR OPNAV, DNS-36 on behalf of DONFOIA-PA  
**To:** (b) (6)  
**Bcc:** (b) (6)  
**Subject:** RE: Action Item due June 21, 2013 - Quarterly FOIA Reporting  
**Date:** Wednesday, June 12, 2013 10:01:00  
**Attachments:** [How to use FOIA case tracker to get statistics - UPDATED.docx](#)  
[Quarterly Report Information.docx](#)  
[FOIA Quarterly Report Consolidated Submission Form \(4-5-2013\).pdf](#)  
**Importance:** High

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Good morning (b) (6) ,

We did not received the FOIA 3rd Quarterly Report from you, I have attached the form and the instructions for this quarter and if you use the NAVSEA FOIA Tracker tool attached is the SOP on how to generate the report from the tracker. If there were no fees collected from requesters that's fine, however we do need the hours and cost to generate your components consolidated report for the 3rd quarter.

If you have any questions, please let us know.

Respectfully,  
(b) (6)  
PA/FOIA Support Specialist  
Department of the Navy  
P: (b) (6)  
F: (202)685-6580

-----Original Message-----

**From:** (b) (6) (CIV) [[mailto:\(b\) \(6\)@nps.edu](mailto:(b) (6)@nps.edu)]  
**Sent:** Tuesday, June 11, 2013 11:47 AM  
**To:** DONFOIA-PA  
**Subject:** RE: Action Item due June 21, 2013 - Quarterly FOIA Reporting

Good Morning,

Attached is the FOIA Quarterly Report for 2nd Qtr FY 2013.

I'm attaching it early as I will be on annual leave when this report is due.

We did not charge the FOIA requesters for the information that they requested.

Thank you.

Very Respectfully,

(b) (6)  
Paralegal

Naval Postgraduate School  
Staff Judge Advocate, Code 006  
Bldg 273, Stone Road  
Monterey, CA 93943

(b) (6)

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If you are not the intended recipient, please delete this email.

-----Original Message-----

From: (b) (6) CTR OPNAV, DNS-36 [mailto:(b) (6)@navy.mil]

On Behalf Of DONFOIA-PA

Sent: Monday, June 10, 2013 7:52 AM

To: (b) (6)

Subject: Action Item due June 21, 2013 - Quarterly FOIA Reporting  
Importance: High

DON FOIA Community,

Please be advised that DOJ is requiring Quarterly FOIA reporting. The DON consolidated submission is due to DNS-36 no later than COB Friday, June 21st.

1. The Echelon I/II's, will coordinate with their subcomponents (same premise as the FOIA Annual Reporting process), consolidate the component data and provide your consolidated component response in the attached format. You may use the attached format to collect your subcomponents data. If you would like the master loader format to assist you in consolidating your responses, please contact our office thru the DONFOIA-PA mailbox or the service line at 202-685-0412, and our team will expedite your request.

2. Include in your final response to the DONFOIA-PA mailbox, the hours and cost to generate your components consolidated report.

For those DON community members fully vested in the DON (NAVSEA) FOIA tracker and management tool, please find the attached SOP on how you can generate this data within the tool. This SOP provides you with visual step by step instructions.

Respectfully,

Robin Patterson

Head, DON FOIA/PA Program Office (DNS-36) CNO Office of The Director, Navy Staff Organization and Management Division FOIA/PA Service Center 202 685-0412 DONFOIA-PA@NAVY.MIL

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